



2016 – 2017 MARYLAND VOLUNTEER GENERATION FUND APPLICATION

***Notice of Intent to Apply due: August 5, 2016, 5:00 p.m. EST
Application Deadline: August 19, 2016, 5:00 p.m. EST***

Volunteer Generation Fund Application Announcement

Subject to federal appropriations for the Corporation for National and Community Service (CNCS), the Governor's Office on Service and Volunteerism (GOSV) announces the availability of funding to award to eligible organizations to operate Volunteer Generation Fund (VGF) programs in 2016 – 2017.

State Agency Name: Governor's Office on Service and Volunteerism (GOSV)

Funding Opportunity Title: Volunteer Generation Fund

Notice of Intent to Apply due date: August 5, 2016 by 5:00 p.m.

Application due date: August 19, 2016 by 5:00 p.m.

Funding Notifications: Pending receipt of federal funding, successful applicants will be notified by September 21, 2016.

Grant Period: October 1, 2016 – September 30, 2017

Award Ceiling: \$25,000

Matching Requirement: Overall match rate of 50%

Overview:

The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through its AmeriCorps, Senior Corps, Social Innovation Fund, and other programs and activities, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

In 2009, Congress passed the Edward M. Kennedy Serve America Act (SAA), the most sweeping expansion of national service in a generation. The SAA created the Volunteer Generation Fund (VGF) to develop and/or support community-based entities to recruit, manage, and support volunteers. This landmark law not only expands service opportunities, it focuses national service on key outcomes; builds the capacity of individuals, non-profits, and communities to succeed; and encourages innovative approaches to solving problems.

This grant opportunity is provided by CNCS; the federal funds are administered through the Governor's Office on Service and Volunteerism. Through VGF grants CNCS seeks to fund effective approaches that expand volunteering, strengthen the capacity of volunteer connector organizations to recruit and retain skill-based volunteers, and develop strategies to effectively use volunteers to solve problems. CNCS will carry out the intent of Congress and maximize the impact of the investment by funding programs that can demonstrate community impact and solve community problems through service and volunteering.

On April 21, 2009, President Barack Obama signed the Edward M. Kennedy Serve America Act (SAA). The SAA reauthorizes and expands national service programs administered by the Corporation for National and Community Service (the Corporation or CNCS), a federal agency created in 1993.

This application is adapted from the federal Corporation's *Notice of Funding Availability*. Interested applicants should read the federal *Notice* along with the CNCS *Grant Provisions for Special Grants*. These documents may be found at www.cns.gov.

I. Funding Opportunity Description

What is the purpose of Volunteer Generation Fund Grants?

The Volunteer Generation Fund will increase the number of people who serve in meaningful roles as volunteers dedicated to addressing important needs in communities across America. More specifically, the Fund will support efforts that expand the capacity of volunteer connector organizations to recruit, manage, support, and retain individuals to serve in high quality volunteer assignments, including those that are aligned with special days of service such as Martin Luther King Jr., Day and the September 11 Day of Service and Remembrance. The GOSV is also interested in supporting volunteer connector agencies that are focusing on STEM (Science, Technology, Engineering, and Math) initiatives.

In order to measure performance, programs funded through the VGF will establish outputs to measure the number of recruited and managed volunteers supported by grant funds awards and the types and amounts of activities carried out by volunteers. Additionally, VGF grants will support efforts to build the management capacity and effectiveness of volunteer connector organizations, especially in the critical area of volunteer retention.

II. Award Information

How much funding is available?

In the 2016-2017 grant year, up to \$225,000 is available for the Volunteer Generation Fund in Maryland, pending the receipt of federal funds.

What is the Program Size and Structure?

Dependent upon total Federal funding, the quantity and quality of the sub applications, and the amounts requested sub applications may receive a maximum of \$25,000. The anticipated project period is October 1, 2016 – September 30, 2017. All grant activities must take place within this time frame.

III. Eligibility Information

Who is eligible for this funding?

Eligible applicants are established or start-up volunteer centers in Maryland and volunteer connector organizations that engage STEM volunteers. Applicants must be 501(c)3 organizations or government organizations..

Are there matching requirements for these grants?

Yes. Grantees will make a 50% match (dollar for dollar); cash and/or in-kind match is acceptable. Volunteer hours will not be accepted as an allowable match.

What is a DUNS number and is it required?

The DUNS number is used as a Universal Identifier. Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number on the application. The DUNS number is an identifier that helps the federal government improve statistical reports on federal

grants and cooperative agreements. The DUNS number does not replace your Employer Identification Number.

DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at www.dnb.com. The website indicates a 24-hour email turnaround time on requests for DUNS numbers; however, **it is recommended that applicants register at least 30 days in advance of the application due date.**

What is SAM.gov and is registration required?

SAM.gov, the System for Award Management, is the primary registrant database for the U.S. Federal Government. It collects, validates, stores, and disseminates data in support of federal agency contracts, grant awards, cooperative agreements, and other forms of federal assistance. All CNCS grant recipients are required to maintain a valid registration, which must be renewed annually.

All applicants must be registered with www.sam.gov and maintain an active SAM registration until the application process is complete and, should a grant be made, throughout the life of the award. Applicants must have a DUNS number in order to register with SAM.gov. It is recommended that applicants **finalize a new registration or renew an existing one at least two weeks before the application deadline.** This should allow you time to resolve any issues that may arise. It typically takes seven - ten days to finalize SAM.gov registration.

IV. Application and Submission Information

What is the deadline?

Applicants are **required** to submit a letter of intent by 5:00 p.m. on August 5, 2016. Letters must be emailed to sarahy.kim@maryland.gov. The subject of the email should be “VGF Letter of Intent – <Name of Applicant>.” The Notice of Intent to Apply helps the GOSV plan an efficient application review process and to notify applicants directly if application materials are updated.

Applications are due no later than 5:00 p.m. on August 19, 2016. Applications must arrive at the GOSV by the deadline in order to be considered.

How are applications submitted to the GOSV?

Applications must be emailed to sarahy.kim@maryland.gov as a Word document or PDF. The title of the attachment should be “VGF Application - <Name Applicant>.”

What must be included in an application?

The application must provide a well-designed plan with a clear and compelling justification for awarding the requested funds. It includes applicant information, executive summary, narratives, budget worksheet, and performance measures.

The applicant must identify targets and be prepared to report on the following National Performance Measures:

1. Number of community volunteers recruited and hours of service contributed by community volunteers.

2. Number of community volunteers managed and hours of service contributed by community volunteers who were managed.
3. Number of organizations receiving capacity-building services and implementing three or more effective volunteer management practices as a result of capacity-building services provided by the applicant organization.

In evaluating your application, reviewers will assess the narratives on the basis of your program design, organizational capacity, and budget adequacy/cost effectiveness. The budget should cover the grant period October 1, 2016 – September 30, 2017

Applicants must be willing and able to report on Performance Measure 3 using CNCS defined terms and the Governor’s Office approved survey template. Data collected using other definitions or tools will not be acceptable. See Appendix A for definitions and sample template.

V. Application Review Information

What is the selection process and criteria for these grants?

In evaluating applications for funding, reviewers will assess program design, organizational capacity, and budget adequacy and cost-effectiveness. The weights assigned to each category are listed in the chart below. Reviewers will assess application narratives against these criteria and the extent to which the applicant responds to the questions in this application. Please read this guidance carefully to ensure that you are fully and appropriately responding to the information requested in the application.

Basic Selection Criteria: Categories and Respective Weights Category	Percentage
Program Design	50%
Organizational Capability	35%
Budget Adequacy and Cost-Effectiveness	15%

Program Design

The overarching purpose of the Volunteer Generation Fund is to increase the number of volunteers engaged in meaningful roles in meeting community needs. In particular, this expansion of volunteers is to be accomplished through an approach that builds out the capacity and sustainability of volunteer connector organizations as effective delivery systems.

Engagement of skills-based volunteers and veterans is encouraged as part of program design. Within this context, the GOSV will consider the quality of the proposed program design based upon:

- The extent to which the applicant convincingly links the identified need, proposed interventions, and the anticipated outputs and outcomes.
- The extent to which the program design aligns with the purpose of the VGF.
- Whether the proposed interventions and activities are evidence-informed.
- The extent to which the applicant demonstrates that the proposed project is likely to have a notable, positive impact as measured by the magnitude of the effect on the need(s).
- The extent to which the objectives and outcomes to be achieved by the proposed project are clearly specified and measurable.

Organizational Capacity

Applications will be evaluated based on the following factors:

- The extent to which the organization has the experience, staffing, and management structure to plan, implement, and evaluate the proposed project.
- The extent to which the organization has the necessary plans and infrastructure to provide programmatic and fiscal oversight, day-to-day operational support, and data collection.
- The applicant's track record of raising funds to support service activities and initiatives.
- Likelihood of effectiveness of the applicant's plan for securing partners and community support for, and involvement in, the proposed project.
- The applicant's plan to measure and collect data on National Performance Measure outcomes and outputs.
- If you are a former or a current VGF grantee, the extent to which you have met the program objectives and complied with the financial requirements during the most recently completed grant year.

Budget Adequacy/Cost Effectiveness

Applications will be evaluated based on the following factors:

- The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.
- The extent to which the budget is clear and in alignment with the program narrative.
- The extent to which the budget includes adequate resources to carry out the program effectively.
- The extent to which the program demonstrates that financial and in-kind resources will be obtained to support program implementation.
- Whether the applicant adequately budgets for its required share of costs.

VI. Award Administration Information

When will applicants be notified of awards?

The GOSV expects to announce the results of this competition by **September 21, 2016**. All funds are contingent on the GOSV's receipt of federal funding from CNCS. The project start date may not occur prior to the grant award date.

What is the Project/Award Period?

The Volunteer Generation Fund is a one-year grant; sub-grantees may be eligible for a second or third year of funding, contingent on the availability of appropriations, compliance, and satisfactory performance. The project period is October 1, 2016 – September 30, 2017 for Maryland VGF sub-grantees.

What documents govern the grant?

This grant is governed by the Corporation for National and Community Service's Grant Provisions for Special Grants, and the Maryland Notice of Grant Award. Additionally, the approved application is part of a binding commitment under the grant.

What are the reporting requirements for these grants?

The GOSV will require quarterly progress reports which will include questions on the progress of the grant as well as updates on the performance measures. The GOSV will also require a final report at the end of the year. Grantees will provide financial reports quarterly.

What types of activities are prohibited under this grant program?

Prohibited activities under this grant program are set out in the applicable regulations, grant provisions, and any special conditions that may apply to a particular award. Please refer to the Appendix B for the full list. Examples include:

Political Activities

Any effort to influence legislation; organizing or engaging in protests, petitions, boycotts or strikes; assisting, promoting or deterring union organizing; impairing existing contracts for services or collective bargaining agreements; engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office; and participating in, or endorsing, events or activities which are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.

Religious Activities

Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.

Non-Domestic Service Activities/Beneficiaries

Grant funds may not be used for international travel or projects where the primary beneficiaries of an activity are outside the United States.

Electronic Funds Transfer of Grant Payments

If electronic reimbursement is your organization's preferred form of payment, applicants are encouraged to consider registering for Electronic Fund Transfers (EFT). Submitted forms must be processed by the Comptroller's Office before organizations are eligible to receive funds directly into the organization's bank account; therefore, registration prior to award decision is encouraged.

The EFT Registration Form can be accessed:

http://comptroller.marylandtaxes.com/Vendor_Services/Accounting_Information/Static_Files/X-1020130403.pdf

Instructions for Electronic Funds Transfer instructions are located:

<http://www.marylandtaxes.com/>> Vendor Services > Electronic Funds Transfer
Questions should be directed to gad@comp.state.md.us or 1-888-784-0144.

Completed forms should be mailed or faxed:

EFT Registration, General Accounting Division

Room 205, P.O. Box 746
Annapolis, Maryland 21404-0746
(or) Fax: 410-974-2309

Do not send any EFT forms to the GOSV.

VII. Performance Measures

Are performance measures required for the Volunteer Generation Fund? What are they?

Yes, performance measures will be required for all applicants; and all sub-grant recipients must agree to track and report data in all performance categories in the grant application. Sub-grantees will be required to report on the required performance measures identified in the application.

Applicants must be willing and able to report on Performance Measure 3 using CNCS defined terms and the Governor's Office approved survey template. Data collected using other definitions or tools will not be acceptable. See Appendix A for definitions and sample template.

VIII. Agency Contact

Please contact Sarah Kim with any questions about the Maryland Volunteer Generation Fund application. She can be reached by phone at 410-514-7567, or via email at sarahy.kim@maryland.gov.

IX. The Application

The application must provide a well-designed plan with a clear and compelling justification for awarding the requested funds. It includes applicant information, executive summary, narratives, performance measures, budget, and certifications. In evaluating your application, reviewers will assess the narratives on the basis of your program design, organizational capacity, and budget adequacy/cost effectiveness. The budget should cover the grant period October 1, 2016 – September 30, 2017.

Please note that character limits include spaces. When drafting narrative responses, the GOSV recommends using word processing software that will check spelling and count characters. Use only uppercase letters for all section headings and other information you would like to highlight in your narrative. Unless specifically asked to do so, do not submit supplemental information or attachments to your grant application.

Answer each section of the application fully and in the order below. The completed application will consist of all of the following components, described in detail below:

1. Applicant Information
2. Executive Summary (maximum length - 1,500 characters)
3. Narratives (maximum length – 15,000 characters)
 - A. Program Design
 - B. Organizational Capacity
 - C. Budget/Cost Effectiveness.
4. Performance Measures (all required)
5. Budget (instructions are below; the budget form is a separate attachment)
6. Authorization, Assurances, and Certifications

MARYLAND GOVERNOR’S OFFICE ON SERVICE AND VOLUNTEERISM
2016 Volunteer Generation Fund

Application Process Timeline

July 20, 2016	Release of Maryland Volunteer Generation Fund Application Instructions
August 5, 2016	Notice of Intent due to GOSV by 5:00 pm (via email)
August 19, 2016	2016 VGF Application due to GOSV by 5:00 pm (via email)
September 2, 2016	Grant review report to applicants with clarification questions or required edits
September 4, 2016	Grant revisions due to GOSV by 5:00 pm
September 8 – September 11, 2016	Final clarifications or revisions (if applicable)
September 21, 2016	2015 VGF awards announced informally
September 22, 2016	VGF Award packets distributed
October 1, 2016 – September 30, 2017	2016 VGF Grant Period

1. APPLICANT INFORMATION

Name of Agency/Applicant	
Address	
Website	
Contact Person/Application Preparer	
Contact Phone	
Contact Fax	
Contact Email	
Federal Identification Number/EIN	
DUNS Number	
SAM Registration (specify expiration date)	
Areas Affected by the Project	City, County(ties)
Delinquent on Any Federal Debt	Yes/No
	Yes? Explanation:

Applicant Information

Areas affected by the project: List only the largest political or municipal entities affected (e.g., counties and cities).

Delinquent on any federal debt: This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit allowances, loans, and taxes. If you answer ‘Yes,’ type your explanation in the text box provided.

Note: Falsification or concealment of a material fact or submission of false, fictitious or fraudulent statements or representations to any department or agency of the United States Government may result in a fine or imprisonment for not more than five (5) years, or both. (18 USC § 1001)

2. EXECUTIVE SUMMARY

(Maximum character limit: 1,500 characters, TNR 12-point font, one-inch margins, double-space)

Please fill in the blanks of these sentences to complete the executive summary.

[Name of the organization] will recruit [Number of] volunteers and manage [Number of] volunteers who will [what the volunteers will be doing] in [the locations the volunteers will be]. At the end of the grant period, [Name of the organization] will be responsible for [anticipated outcome of project]. In addition, [Name of the organization] will partner with [Number of organizations/agencies] to increase their usage of effective volunteer management practices.

The CNCS investment of \$[amount of request] will be matched with \$[amount of local, state, and federal funds] in public funding and \$[amount of non-governmental funds] in private funding, totaling \$[total amount of projected match].

3. NARRATIVES

(Maximum character limit: 15,000 characters or approximately 12 pages, TNR 12-point font, one-inch margins, double-space)

1. Program Design (50 percent)

When addressing this criterion, please provide the following information:

- Expected outcomes, and how will they be measured.
- The community need that will be met through the project.
- Connection between the community need(s) described and the approach being proposed.
- What you plan to do, where, and when. Please include a timeline.
- Any target population that will be recruited to participate in this project.
- The beneficiaries of the proposed project.
- The extent to which this approach will be successful and why it is more promising than other alternative approaches.

2. Organizational Capacity (35 percent)

When addressing this criterion, please describe your organization's capacity to initiate and manage the proposed program. Provide the following information:

- Describe your organization's ability to provide program oversight, including the experience and infrastructure the organization has in managing similar programs.
- Describe your organization's ability to provide fiscal compliance oversight. Describe the experience and infrastructure the organization has in managing grants.
- Provide the current organizational budget and the percentage of the budget this grant would represent.
- Describe plans to ensure compliance with federal requirements.
- If you are a former or current VGF sub-grantee, describe your performance against the program objectives in the past performance period. If you did not meet performance targets, provide an explanation and describe your plan for improvement.

3. Cost-Effectiveness and Budget Adequacy (15 percent)

When addressing this criterion, please provide the following information:

- Explain how the proposed program budget reflects the program's goals and design.
- Identify the non-CNCS funding and resources necessary to support the project.
- Indicate the amount of non-CNCS resource commitments (in-kind and cash) secured to date and the sources of these commitments.
- Indicate plans for securing additional resource commitments, potential sources, and timeline.

4. Performance Measures

Listed below are the three (3) GOSV performance measures and required data for 2016-2017. In the performance measure chart, indicate your target number(s) for the measure, as well as the additional information required for each measure. All of the following performance measures are required for this grant application.

Please be advised that all sub grantees will be required to maintain access to source documentation pertaining to all performance measures for three after the closeout of the grant period.

Note: Count of volunteers recruited and managed must not be duplicated. The count of volunteers and hours served must include only those volunteers and hours recruited and/or managed through VGF activities. Please refer to pages 97-101 in the 2016 National Performance Measures instructions for exact definitions of recruited and managed volunteers.
http://www.nationalservice.gov/sites/default/files/documents/Performance_Measure_Instructions_2016.pdf

Performance Measure 1: Number of community volunteers recruited and hours of service contributed by recruited volunteers	
Recruited volunteers:	
Hours served:	
Threshold (minimum number of days or hours, or other units of service, that must be performed by the individual in order for him or her to be counted as a recruited volunteer):	
Data Collection Plan: <ul style="list-style-type: none">• Who is responsible for collecting the data?• How often do they collect the data?• Who reviews the data for accuracy?• How do you screen for duplication<ul style="list-style-type: none">○ Within Performance Measure 1○ Across Performance Measure 1 and 2• Describe the data collection tool (e.g. surveys, sign-in sheets, online data base/website)	
Performance Measure 2: Number of community volunteers managed and hours of service contributed by managed volunteers	
Managed volunteers:	
Hours served:	

Threshold (minimum number of days or hours, or other units of service, that must be performed by the individual in order for him or her to be counted as a managed volunteer):	
Data Collection Plan: <ul style="list-style-type: none"> • Who is responsible for collecting the data? • How often do they collect the data? • Who reviews the data for accuracy? • How do you screen for duplication <ul style="list-style-type: none"> ○ Within Performance Measure 2 ○ Across Performance Measure 1 and 2 • Describe the data collection tool (e.g. surveys, sign-in sheets, online data base/website) 	

Performance Measure 3: Number of organizations receiving capacity building services and number of organizations implementing effective volunteer management practices	
Number of organizations receiving capacity building services:	
Number of organizations implementing effective volunteer management practices:	
Data Collection Plan: <ul style="list-style-type: none"> • Who is responsible for collecting the data? • Who reviews the data for accuracy? • How do you screen for duplication • How will the tool be administered? (in person/ online) 	
<p>REMINDER: <i>Organizations must implement three or more effective volunteer management practices as a result of the capacity building services provided. Maryland VGF sub-grantees will be required to use organizational capacity assessment tool provided by the GOSV. Examples of volunteer management practices include but are not limited to: development of a written volunteer generation plan, formal partnerships for volunteer recruitment, establishment of a volunteer unit within the program or organization, creation of volunteer manual/training/curriculum, regular supervision and communication with volunteers, liability coverage or insurance protection for volunteers, screening and matching volunteers to jobs, regular collection of information on volunteer involvement, written policies and job descriptions for volunteer involvement, recognition activities, such as award ceremonies, for volunteers, annual measurement of volunteer impact, training and professional development for volunteers, and training for paid staff in working with volunteers.</i></p>	

Maryland VGF sub-grantees will also be required to report the number of volunteers leveraged and populations served in the following categories:

Leveraged volunteers: disadvantaged children and youth, college students, Baby Boomers, skills-based volunteers, veterans

Populations Served: disadvantaged children and youth, children of incarcerated parents, individuals mentored, individuals receiving independent living services, individuals receiving disaster preparedness and/or response services, veterans

5. BUDGET

Complete the attached budget narrative worksheet.

Budget

The budget should describe how grant funds will be used to effectively support activities described in the proposal narrative. Do not include unexplained amounts, amounts for miscellaneous or contingency costs, or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar. Refer to the federal cost principles at: <http://www.whitehouse.gov/omb/circulars/index.html> for information on allowable costs in federal grants.

Refer to the sample budget narrative for any questions regarding formatting.

Budget Categories are:

- Project Personnel Expenses
- Personnel Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual and Consultant Services (*not to exceed \$750 person/day, excluding expenses*)
- Training
- Evaluation
- Other Support Costs
- Indirect Costs (*Administrative/Indirect Costs are limited, by statute, to 5% of the funds requested*) See Q & A below.

National Service Criminal History Check Requirement

Grantees are required to conduct National Service Criminal History Checks (NSCHC) on all VGF-funded personnel listed in the budget (section I). This requirement does not apply to volunteers recruited or managed as a result of the VGF. Details on the NSCHC may be found at: <http://www.nationalservice.gov/build-your-capacity/grants/criminal-background-check-requirements>.

Limitations on administrative/indirect costs for a Volunteer Generation Fund award

By law, no more than 5% of the funds awarded by the Corporation under this application may be used to pay administrative costs. This 5% cap applies to administrative costs at all levels. The limitation will be applied as a cap on the amount of indirect costs (as determined under the applicable OMB cost principles) that will be reimbursed to the sub-grant recipient. The balance of any indirect costs not reimbursed because of this limitation may be counted as matching costs under the award.

Funding Restrictions

Grants under this program are subject to the applicable Cost Principles under OMB Circulars A-21 (2 CFR part 220), A-122 (2 CFR part 230), or A-87 (2 CFR part 225) and the Uniform 6 Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2 CFR part 21).

6. AUTHORIZATION, ASSURANCES, AND CERTIFICATIONS

Read the Authorization, Assurances, and Certifications carefully below. The person who authorizes the application must be the applicant's Authorized Representative or his/her designee. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office.

Authorization, Assurances, and Certifications

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686). which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as

amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and

protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-l et seq.).

- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

Certification – Debarment, Suspension, and Other Responsibility Matters

This certification is required by the government-wide regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180, Section 180.335, *What information must I provide before entering into a covered transaction with a Federal agency?*

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:

- Is presently excluded or disqualified;
- Has been convicted within the preceding three years of any of the offenses listed in § 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses listed in § 180.800(a); or
- Has had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Certification – Drug Free Workplace

This certification is required by the Corporation's regulations implementing sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B. The regulations require certification by grantees, prior to award, that they will make a good faith effort, on a continuing basis, to maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 2 CFR Part 180, Subparts G and H).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a drug-free workplace statement that:
 - a. Notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace;
 - b. Specifies the actions that the grantee will take against employees for violating that prohibition; and
 - c. Informs employees that, as a condition of employment under any award, each employee will abide by the terms of the statement and notify the grantee in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace within five days of the conviction;
- B. Requiring that a copy of the statement described in paragraph (A) be given to each employee who will be engaged in the performance of any Federal award;
- C. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that the grantee may impose upon them for drug abuse violations occurring in the workplace;
- D. Providing us, as well as any other Federal agency on whose award the convicted employee was working, with written notification within 10 calendar days of learning that an employee has been convicted of a drug violation in the workplace;
- E. Taking one of the following actions within 30 calendar days of learning that an employee has been convicted of a drug violation in the workplace:
 - a. Taking appropriate personnel action against the employee, up to and including termination; or
 - b. Requiring that the employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- F. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (E).

Certification - Lobbying Activities

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;

- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

On behalf of my organization, I agree to abide by all Certifications and Assurances.

Authorized Representative Printed Name:

Authorized Representative Signature:

Date Signed:

APPENDIX A: 24 Questions to Assess Your Volunteer Program's Capacity

Thank you for your partnership with <VGF Sub-Grantee Agency Name>. The following is a list of core competencies for effective volunteer management. Please think about the degree to which your agency is currently implementing these practices effectively. We will be following up with another survey to track ways through which your organization's volunteer program was affected by your partnership with <VGF Sub-Grantee Agency Name>.

Organization Name:	Volunteer Program Name (if applicable):				
Your Name:	Phone:				
Your Title:	Email:				
Date of Completion:	Check one: __ Pre-Survey __ Post-Survey				
For each of the following items, please rate the degree to which your volunteer program has achieved these elements of a highly effective volunteer program.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
	1	2	3	4	5
<i>READINESS: Strategic Planning to Maximize Volunteer Impact & Meet Community Needs</i>					
<i>Our volunteer program has...</i>					
A clear mission or purpose statement.					
Thought strategically about the benefits and challenges related to volunteer involvement within the organization.					
A vision of what volunteers can do for the organization and the people it serves.					
The support from our organization/agency demonstrated by the allocation of appropriate resources (i.e. financial, space, etc.)					
Established policies, procedures, volunteer position descriptions, and documentation.					
Developed a volunteer manual.					
Developed a training/curriculum for volunteers.					
Developed and written a volunteer generation plan.					
Liability coverage or insurance protection for volunteers.					

For each of the following items, please rate the degree to which your volunteer program has achieved these elements of a highly effective volunteer program.	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
	1	2	3	4	5
RECRUITMENT: Attracting and Engaging Appropriate, Prospective Volunteers					
<i>Our volunteer program ...</i>					
Conducts targeted volunteer recruitment efforts based on volunteer position descriptions.					
Has an established and user-friendly application process for volunteers.					
Leverages national, State-wide, and local resources to recruit volunteers.					
Maintains formal partnerships for volunteer recruitment.					
RETENTION: Ensuring Satisfied, Successful, and Effective Volunteers					
<i>Our volunteer program ...</i>					
Provides comprehensive training on all policies and procedures for volunteers.					
Provides volunteers with professional development opportunities.					
Matches volunteers with appropriate positions based on level of skill, interest, and commitment.					
Conducts training for paid staff in working with volunteers.					
Provides regular supervision and communication with volunteers.					
Has established structures in place for volunteer leadership roles.					
RECOGNITION: Celebrating Volunteer Accomplishments Regularly and at Milestones					
<i>Our volunteer program ...</i>					
Provides opportunities for both formal and informal recognition for volunteer accomplishments.					
Employs a formalized system for tracking volunteer hours, services, and accomplishments.					
MEASUREMENT: Evaluates Program Effectiveness and Quantifies Volunteer Impact					
<i>Our volunteer program ...</i>					
Collects and publishes annual measurement of volunteer impact.					
Measures program effectiveness by involving stakeholders (i.e. volunteers, clients, community partners, etc.)					
Regularly collects information on volunteer involvement.					

APPENDIX B: 2016-2017 Prohibited Activities

While charging time to the program, accumulating service or training hours, or otherwise performing activities supported by the program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to—
 - a. a business organized for profit;
 - b. a labor union;
 - c. a partisan political organization;
 - d. a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. an organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

Programs and leveraged volunteers may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, not on grant time, and using non-CNCS funds. Ind.